

# The TRF Employer

Volume 3, Issue 1

Summer 2004

## Inside this issue

Re-employed Retirees	1
Electronic Payments	1
New Employer Rate	1
Security	2
Making Adjustments	2
Contract Settlements	2
Quarterly Reporting	3
Employer Workshops	4
Voluntary Contributions	4
Web News	4

## Re-Employed Retirees

On July 1, 2001, legislation went into effect regarding how re-employed retiree information will be reported on Quarterly Statements.

- Retirees under age 70 must wait 90 days from their accrual date (first day of the month following their last day of work) before returning to a TRR/PERF covered position. Retirees over the age of 70 are exempt from the 90 day waiting period.
  - Generally, the employer share is mandatory on all re-employed retiree wages unless the retiree is over age 70 and did not separate from a TRF/PERF covered position.
  - 3% member contribution is required only after the re-employed retiree earns \$25,000.00 in a fiscal year. The 3% contribution is optional on wages earned before \$25,000.00.
- Once a re-employed retiree earns \$25,000.00 in a fiscal year TRF should be notified immediately. TRF will need to know the exact date the member earned \$25,000.00. If the member is under the social security normal retirement age, the member's benefit will be suspended from that date until the end of the fiscal year. Please contact the Benefits Division at (317) 232-3860 in these situations.
  - Retirees over the social security normal retirement age and D.O.E. employees are exempt from the \$25,000.00 earnings limitation. The member's benefit will not be suspended at the point where earnings reach or exceed \$25,000.00 but the 3% contribution withholding must begin. ■

## Electronic Payment

The Indiana State Board of Accounts recommends electronic fund transfers be used as a preferred way for employers to send payment to the Teachers' Retirement Fund. In April of 2004, TRF temporarily suspended electronic payment functionality but will reopen this option in the fall of 2004. Watch for updates on our website.

## Employer Rate for 96 fund

The Employer Share and FSP contribution rate for the fiscal year July 1, 2004 through June 30, 2005 will remain at 6.82%.



## Security

- The State of Indiana has instituted security measures for all information systems on its network so information will not be lost, misused, or altered. TRF employs the State of Indiana's internet security measures to ensure the security of all data transmissions.
- Our software programs monitor website security ensuring that Internet services remain available and free of unauthorized attempts to upload or change information or otherwise cause damage.
- Your TRF account information is password protected for your privacy and security. For payment transfers, TRF uses industry standard secure socket layer (SSL) encryption to protect data transmissions.
- All information is immediately encrypted upon receipt and authenticated through VeriSign.

If you have any questions regarding these security measures please contact  
Therese Koers at (317) 234-1588.

## Making Adjustments to Prior Quarters

The ability to make adjustments to prior quarters is a necessity to wage and contribution reporting. However, there has been some confusion regarding how to report corrections. **Corrections to member accounts should never be reported on the quarterly report.** All corrections should be made separate from the quarterly report and should be submitted on school letterhead. In addition, please include the following:

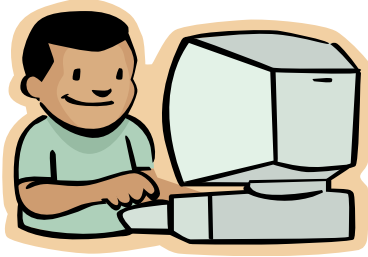
- A brief explanation of the adjustment to be made
- Member name
- Member Social Security number
- Member TRF number
- Quarter end date of the period to adjust
- Amount of wages, contributions (3% post-tax, 3% pre-tax, voluntary pre-tax or post-tax, ER Share) and/or service days to be corrected.
- If the adjustment is for an increase to wages and contributions a check for the total contribution amount should be included.

If there are multiple quarters to correct, the wage and contribution adjustment amounts should be separated into their respective quarters.



## Reporting Contract Settlements

Contract settlements are common place in today's public school system. Although these settlements could be an adjustment to a prior quarter as described above, there is an exception to the rule when reporting a corporation wide contract settlement. If payout for the settlement occurs within one quarter of the fiscal year, settlement amounts may be reported on the quarterly report. Since the fiscal year ends June 30, payout for the settlement must occur before September 30 and be reported on the September 30th quarter end report. Otherwise, settlement amounts will be treated as adjustments to a prior quarter. Please be advised this information should be reported separately from the quarterly report.



## Quarterly Reporting on the Website

Quarterly reporting via the website has been a success with over 70% of the public school corporations using this convenient reporting method.

### *How it works*

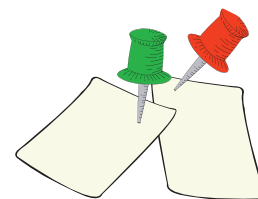
- Visit our website at [www.in.gov/trf/employers](http://www.in.gov/trf/employers), then select 'wage and contribution reporting'
  - Enter your user name and password to access the site
  - Submit your report using the directions listed
  - TRF's database runs a validation against all data on the file
  - User gets notification that the file was sent and is being checked
  - User is sent one of the following email notifications (usually within a few minutes)
    1. "Report has been accepted for submission", send your payment & transmittal form
    2. "Report contained errors, attached is the error report..."
- If you get an error report, make the necessary corrections and resubmit. This process should be repeated until you get an email that says the report has been accepted.
  - If you do not get an email message within 24 hours, please contact Therese Koers at 317-234-1588

### *Common problems/errors*

- **When renaming your file use the 'save as' function**
  - Select your file and open it in 'Notepad'
  - Choose 'save as'
  - Select your C:/ drive as the location- save it directly to the C:/ drive and not in a folder
  - Name your file using your seven-digit unit number – 00##0##
  - In the 'save as' function the file type defaults to the required .txt format. Choosing to simply 'Rename' your file can create multiple file extensions such as 'filename.txt.txt' that are invalid and unloadable. Be sure to save your file directly to the C:/ drive and not in a folder.
- **Incorrect/missing TRF numbers:** TRF numbers can be retrieved using our website as explained at top of page. If you have been reporting an incorrect TRF number for multiple quarters/years do not worry. Verify the reported Social Security number is correct and use the website to get the correct TRF number.
- **Pre/Post 96 Fund errors on report:** Any discrepancies between your records and ISTRF records should be reported to TRF before making any financial and/or code changes.
- **Voluntary contribution fields on file layout:** Whether your school is participating in the voluntary contribution program or not, the file layout must contain the proper code for both the voluntary pre-tax and voluntary post-tax fields. If you are not participating in any voluntary contributions, the field will need to be zero-filled.
- **SSN does not exist in database:** Either the teacher is not enrolled or there is a discrepancy with the SSN. If the SSN is correct, please submit an enrollment form. Note: The report will not be accepted until all errors are fixed. It may take 5-10 working days to process a new member enrollment. Utilizing the pre-enrollment function on our website can accelerate this process.

\*Please contact James Gray at 317-233-0911 for any questions regarding the error report.

# PARTICIPATION IN VOLUNTARY PRE-TAX CONTRIBUTION PROGRAM



Currently 58% of all TRF employers have approved the resolution required to allow their employees to participate in this program. At the present time approximately 750 employees have taken advantage of the opportunity and are currently making pre-tax contributions. Due to IRS enrollment regulations those teachers who work for schools that approved the resolution after December 31<sup>st</sup> of 2003 will not be eligible to make contributions until September of 2004. Therefore, TRF is expecting both, the number of employers and employees participating in the program to increase after that date. If you have any questions concerning this program please visit our website at [www.in.gov/trf/vol\\_pretax.html](http://www.in.gov/trf/vol_pretax.html) or contact our office for further information.

## Employer Workshops

Employer Workshops are informative, interactive presentations that are video streamed to pre-determined sites throughout the state. Membership, service credit, annuity savings account information, quarterly reporting, retirement benefits and retirement eligibility are a few of the topics covered during the workshop. Employer Workshops occur once annually and this year's workshop will be held in the fall. We encourage you to check our website for updates.

## Check it out.....Our website has a new look



All of the same valuable information is still available, just easier to find and quicker to download. The most popular pages are now available from our home page with just a click of the mouse. Some of the new features include:

- ☺ **Live Chat.** This system is designed to give members' and employers' a quick means to talking with a representative from our agency to answer any questions they may have.
- ☺ **Search the website.** Can't find the information you need? Use the new search feature! Just type in the topic of interest, and all the pertinent pages will be listed.

## Contacting The Fund

Local	(317) 232-3860
Toll Free	(888) 286-3544
Director's Office	(317) 232-3869
TDD/TYY	(317) 233-3306
Fax Number	(317) 232-3882
Website	<a href="http://www.in.gov/trf">www.in.gov/trf</a>
E-mail	<a href="mailto:trf@state.in.us">trf@state.in.us</a>



The TRF Employer is published by the Fund to update employers of Fund news and to give general information about Fund benefits. Specific information is available in the Employer Handbook or by contacting the Fund office .

Executive Director  
William E. Christopher, Ph.D.

Newsletter Writer: James Gray  
Newsletter Designer: Amy Maynard